MILEAGE LOG

Employee Name:		Employee Vandal Number:
For Time Period:	TRIP #	

MILEAGE   PER DIEM

Date	Destination	Starting Destination Odometer	Ending Destination Odometer	Total Destination miles	Starting Vicinity Odometer	Ending Vicinity Odometer	Total Vicintiy Miles	Total Mileage	Depart Date	Depart Time	Return Date	Return Time	Per Diem Amount

I certify that the Per Diem listed above is necessary and directly related to the conduct of University business and therefore is not considered taxable income

Original Traveler Signature